

Moving Stuff by Hand – Cheat Sheet

Possible Hazard	Mitigation	Done Y/N
Stop and consider the job: <ul style="list-style-type: none"> - Did you review the last recorded injury or lessons learned associate with the use of this tool or task? - Does object have sharp corners, wet or greasy surfaces, or sharp slivers or edges? 	e.g. Notable Event Report Sep. 09, 2003, VTA back injury. If a task is awkward... there is a potential for injury, assess ergonomic factors. Greasy surface – clean before move.	Y
Does the object weigh more than 40 pounds: <ul style="list-style-type: none"> - can object be moved other than manual handling? - what mechanical means are available to move it? - whom do you contact to get an answer? 		
If the object weighs less than 40 pounds: <ul style="list-style-type: none"> - can you get someone to assist you? - did you work out lifting/moving signals with your assistant? - when team-lifting large, awkward, or heavy loads, one person should inform all others--prior to lifting--of the safe, correct method of lifting and transportation to be used - Only one pre-designated person shall give commands - If you must move it by hand, do you know whom to contact for advice on how to move it properly? 	Best approach to modest weights is to get assistance	
Does the shape of the object provide for ready gripping: <ul style="list-style-type: none"> - Can you grip it with you whole hand and not just you fingers? 		
Do you have the proper PPE: <ul style="list-style-type: none"> - Does the PPE complicate the task in any way? - Is better or specialized PPE needed? 	Gloves (unless they create a problem) and steel toed shoes at minimum.	Y
While you lift: <ul style="list-style-type: none"> - Can you keep it close to your body while lifting? - Can you avoid twisting your body? - Are your feet positioned properly? - Can you keep your back straight? - Is your chin tucked in? - Are you prepared to do actual lifting with your legs only? 	Avoiding twisting by using a 2 step lifting process can radically reduce injury. If you have to turn, turn your whole body. One foot close to the side of the object for stability and one directly behind the object for lift or thrust. Tuck chin to keep spine aligned from head to pelvis.	
Look at where you are and where you are going before you pick up the object; are there: <ul style="list-style-type: none"> - tripping hazards, slippery spots, small spaces, sharp corners, blind spots, etc? 		
Do you know how to lower the object safely? <ul style="list-style-type: none"> - You should lower objects in the same manner as you lifted them! 		
Finally, what do you do if you are injured while handling a sharp tool or object?	Report to your supervisor and Medical Services.	

Example

Bulky light loads (one person lift)

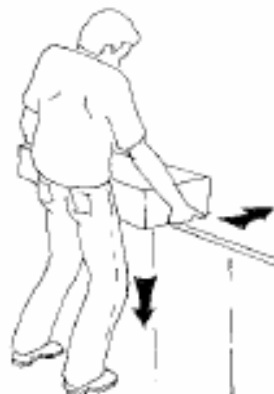
- Stand on to the load with knees slightly bent and one foot slightly in front of the other
- Test the weight by lifting slightly at one edge
- Grasp either end for a wide load or opposite diagonals for a thin high load.
- Lift to clear to a comfortable height.



- Step back so that the feet are astride with one foot slightly in front of the other.
- Turn the body by moving the back foot and then the front foot until pointing in the direction of travel.
- Move off.



- Position the load where required.
- Remember to flex the knees, not the back, whilst lowering the load.
- Adopt the same procedure if placing the load on a trolley: where fitted, ensure wheel brakes are locked on the trolley.
- Avoid twisting and turning.



Heavy / moderately heavy loads (two person lift)

- Slide the load to the centre of the bench.
- Stand side on the bench with the inside foot slightly forward.
- Reach over and slide the load, from one edge, then the other, until it is at the front of the bench.
- Slide the load forward until the front edge of the load slightly overhangs the bench.
- Grip the load at each corner.



- Pull towards the body grasping the load on opposite diagonals.
- Readjust the feet position so still astride but at an angle to the bench.
- With the trunk facing the load, lift or slide the load along the bench.
- Readjust feet position so pointing in the direction of travel and then move off.



When putting back on to a bench or trolley.

- One person to synchronise the lift by counting 1, 2, 3, Lift.
- Lift the load and transfer it to the centre of the body allowing the weight to be transferred from the inside leg
- If placing the load on a trolley, ensure the trolley wheels are locked.
- Move the feet sideways and shift the weight to the outside leg.
- One person to synchronise the lift by counting to three.
- Transfer to the bench or trolley directly or by putting the front edge of the load down first and pushing the load onto the surface.



Do not swing, however slowly, through the central position as this puts undue strain on the back. If moving to another location move the feet slowly and co-ordinate the movement with your lifting partner. Don't lift directly from the bench position as this puts undue strain on the inside leg and back. Minor variations may be necessary depending upon trolley design or whether it is at or below bench height. Wherever possible trolleys that are the same height as the bench should be used as this places considerably less strain on the back, i.e. the load can be slid rather than lifted from bench to trolley.